



REAL ESTATE PROGRAM COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To independently plan, organize, and perform a variety of professional real estate work including complex residential, commercial and industrial property acquisitions and management whether by purchase, dedication, lease or legal process, review and analyze property appraisals; negotiate acceptable terms and compensation with property owners; and, manage the relocations process of occupants displaced by public projects. Prepares all City Council documentation to support the above.

Supervision Received and Exercised:

Receives general supervision from the Engineering Services Administrator or higher-level management staff.

Exercises functional and technical supervision over lower level staff and consultants; functions as project manager and technical expert of assigned projects.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Negotiate complex right of way and real estate transactions, including acquisition of commercial, industrial and residential properties; draft and analyze real estate documents, including purchase and sale agreements, escrow documents and title curative documents.
- Ascertain the value, negotiate, and acquire property for City improvement projects, municipal facilities, easements and rights of way; conduct research for

Effective August 1996

Revised January 2001

Revised November 2001 (range adj due to market)

Revised, name change June 2002

Revised Apr 2004 (effective, 2/03) range adj & duties

Revised Nov 2005 (title change, responsibility update, experience guideline changes)

Revised Aug. 2006 (title change)

CITY OF TEMPE

Real Estate Program Coordinator (continued)

all City Departments concerning property status (ownership, type of rights, encumbrances, reservations, etc.) impacting public and private lands.

- Review and analyze appraisal reports and environmental site assessment reports of consultants.
- Lead the negotiations with multiple property owners for annexations of territories to increase City limits per State law and instruments for de-annexation of territory to adjoining cities.
- Advise owners of project purpose and scope, impact to their property and their rights under Federal law, State law, City ordinances, and policies and procedures; and, interpret and explain engineering plans/drawings using non-technical language to property owners.
- Administer the procedures required for the acquisition of property by eminent domain and have an understanding of the condemnation process, to include recommending condemnation action when property negotiations have reached an impasse. Work closely with City legal staff to prepare pleadings/filings for eminent domain hearing(s) in court.
- Testify as a witness in court hearings and legal proceedings as necessary.
- Negotiate and manage the terms and conditions of consultant contracts (fee structure and scope of services) and all other professional services related to contract development with private consultants.
- Work with project managers and engineers to resolve owner issues regarding property impacts (such as site solutions) due to the City's project; meet with City staff, department representatives, property owners, and other municipal agencies to conduct needs assessment, discuss right of way issues, or other property requirements for municipal installations.
- Initiate the Improvement District process and the procedural mechanisms required to form the District and complete the process through City Council.
- Make public presentations before City departments, the City Council, and other governmental and private groups and organizations; prepare or oversee the preparation of legal descriptions; review reports, maps, and right-of-way documents to ensure accuracy.
- Plan, prioritize, assign, review, and supervise the work of subordinate staff, contract employees, professional consultants and contractors involving right-of-

Effective August 1996

Revised January 2001

Revised November 2001 (range adj due to market)

Revised, name change June 2002

Revised Apr 2004 (effective, 2/03) range adj & duties

Revised Nov 2005 (title change, responsibility update, experience guideline changes)

Revised Aug. 2006 (title change)

CITY OF TEMPE
Real Estate Program Coordinator (continued)

way activities including acquisition, disposal, and uses of public and privately owned properties by the City.

- Evaluate operations and activities within assigned areas of responsibility; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Assist in the resolving work problems and interpret administrative policies to subordinates, other departments, consultants, contractors and the public
- Review title reports to verify proper title transfer to the City; perform title searches to determine the validity and adequacy of existing right-of-way dedications, easements, and ownership; conduct field inspections of sites being acquired or annexed.
- Manage and administer the annual billing process for encroachment permits (environmental monitoring wells, telecommunication lines, etc.); and, review and appraise lease fees and revenue structure as necessary.
- Utilize in-house and internet resources for data gathering and information.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience in local government work involving right of way and property acquisition, escrow or title work, real estate and eminent domain laws, real property appraisal review, including experience with relocation assistance utilizing Federal Guidelines, municipal codes, zoning, CIP projects, records review, and/or real estate development, including residential, commercial, and industrial properties.

Training:

*Effective August 1996
Revised January 2001
Revised November 2001 (range adj due to market)
Revised, name change June 2002
Revised Apr 2004 (effective. 2/03)range adj & duties
Revised Nov 2005 (title change, responsibility update, experience guideline changes)
Revised Aug. 2006 (title change)*

CITY OF TEMPE
Real Estate Program Coordinator (continued)

The equivalent of a Bachelor's degree from an accredited college or university. Course work in Land Management, Business Administration, Real Estate, Appraisal, Civil Engineering, or a related field is preferred.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of a Senior Right of Way Agent (SRWA) Certification from the International Right of Way Association (IRWA) is preferred.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 6332

FLSA: Exempt

*Effective August 1996
Revised January 2001
Revised November 2001 (range adj due to market)
Revised, name change June 2002
Revised Apr 2004 (effective. 2/03)range adj & duties
Revised Nov 2005 (title change, responsibility update, experience guideline changes)
Revised Aug. 2006 (title change)*